



BELLEVUE BOTANICAL
GARDEN
SOCIETY

Society Vision and Mission:

The Bellevue Botanical Garden Society (BBGS) works in partnership with the City of Bellevue to provide a broad range of free and low-cost programs and events designed to engage, inspire, and inform Garden visitors. Our vision is that through education and community involvement, we inspire all generations to advance Northwest horticultural knowledge, and preserve natural beauty and our local ecology.

Position Title:	Youth and Children's Programs Educator
Reports to:	Y&C Programs Manager
Location:	Bellevue Botanical Garden, Bellevue WA
Classification:	Non-Exempt, Hourly, Part-time
Pay Rate:	\$24 per hour, 8-12 hours per week. Hours fluctuate seasonally.
Schedule:	Weekdays with occasional weekends.
Start Date:	Approximately March 21, 2022
Deadline to apply:	Open until filled.

Position Overview -

The part-time education team is a small group of paid educators who develop and present botany-based STEAM (science, technology, engineering, art, and math) curriculum to groups of youth or children either in-person and/or virtually. We have several programs:

- *Living Lab* is our elementary field trip program. All part-time educators would teach in this program.
- *Kids in the Garden* is our preschool program. Children 3-5 years of age register with an adult caregiver. One or two part-time educators will be asked to teach in this program.
- *Youth workshops* are held throughout the year. Many of the workshops cover requirements for Girl Scout and BSA Scout badges. This would include our weekend Scout Day in the spring.
- *Afterschool Outreach* programs work with children and youth enrolled in an after-school program with another organization (i.e. Boys & Girls Club).

Key Responsibilities –

- Provide instruction of BBGS developed programs, adapting activities to meet the needs of a wide range of students (ages, abilities, interests, backgrounds, and perspectives) while considering overall program goals. While most programs happen at the garden, there will be some remote programs that happen at selected school sites.
- Evaluate/reflect on the program at the end of each session through discussion with the team and manager.
- Responsible for preparation of materials for programs and their organization and maintenance as needed.

- Contributes to other functions of the Education Team in a variety of ways such as assistance in development of programs and engaging in meetings with staff.
- Contributes to supporting, training, and mentoring new educators and volunteers.
- Fields general garden questions from the public and acts as a representative of the garden society when working at the garden.
- Ensure that all interactions are culturally responsive, respectful, and based on a foundation of the society's support of inclusion, diversity, equity, and accessibility.
- Conducts all established health and safety protocols to ensure that the classroom spaces and materials remain safe, clean, and healthy for all.
- Turn in timesheets, fill out a background check form, W-4's, provide proof of COVID vaccination and other paperwork as needed.

Qualifications –

- A minimum of 2 years of experience teaching children or youth in a formal or informal setting.
- Love of science and nature. Course work in science, botany or outdoor ed a plus.
- Strong verbal communication skills; effective verbal communication with staff, children, and chaperones, in groups or one-on-one.
- Engaging, versatile, and dependable individuals. Shows up on time, responds to emails/calls in a timely manner and follows through on assignments.
- Ability to work independently without supervision as well as in a team-oriented environment; can accept feedback graciously and integrate it.
- Ability to maintain a professional demeanor in a variety of situations; demonstrated problem-solving, reliability and flexibility.
- Willingness to do virtual programs via cell phone.
- Bilingual and multilingual skills valued.
- Be able to walk ¼ mile and lift 25 lbs.
- Comfortable working outside in most weather.
- Vaccinated against COVID and a valid Driver's License for possible off-site programs or errands. First-aid training a plus.

For more information about the BBGS, please visit our website at www.bellevuebotanical.org.

To Apply: Please send a letter of interest, resume, and three references to:

YouthEd@bellevuebotanical.org

BBGS is a 501(C)3 organization and welcomes and encourages all applicants. Our goal is for our team and culture to reflect the community we work in.